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REGULATION

ORGANIZATION

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ORGANIZATION AND FUNCTIONS

OFFICE OF THE DEPUTY DIRECTOR (SUPPORT)

Revisions: (1) [redacted] dated 5 April 1954 and CHANGES 1 and 2
10 August 1954
(2) [redacted] dated 18 January 1954
(3) [redacted] dated 18 January 1954
(4) [redacted] dated 30 July 1954
(5) [redacted] -1 dated 3 February 1955
(6) [redacted] -1 dated 18 January 1954

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1. THE DEPUTY DIRECTOR (SUPPORT)

The Deputy Director (Support) is responsible for overall support of all intelligence, operational, and related activities. He shall direct and coordinate the activities of the Offices of Communications, the Comptroller, Logistics, Personnel, Security, Training, the General Counsel, Audit Staff, Commercial Staff, Management Staff, Medical Staff, and the Special Support Assistant, Deputy Director (Support). (See organization chart, figure 1.)

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OFFICE OF THE DEPUTY DIRECTOR (SUPPORT)

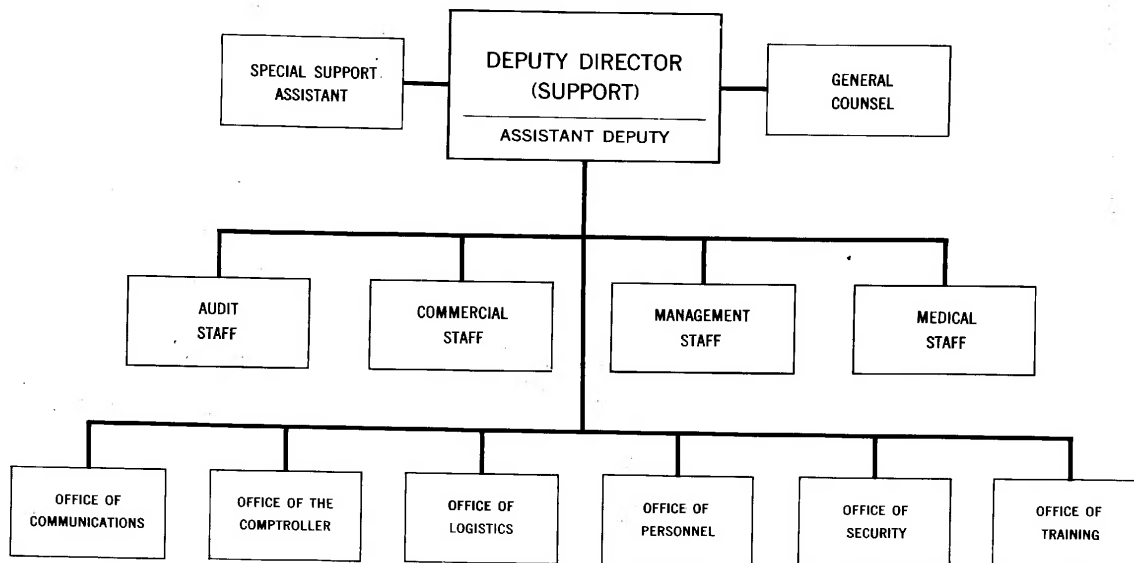


Figure 1

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2. SPECIAL SUPPORT ASSISTANT, DEPUTY DIRECTOR (SUPPORT)

The mission of the Special Support Assistant, Deputy Director (Support) is to ensure adequate, proper, and timely support to the Clandestine Services. He serves as the focal point for the Deputy Director (Support) and the Deputy Director (Plans) for the resolution and coordination of support problems of mutual concern.

3. GENERAL COUNSEL

a. MISSION

The General Counsel is responsible for all legal matters arising in connection with the official business of the Agency.

b. FUNCTIONS

The General Counsel shall:

- (1) Act as adviser to the Director on legal matters.
- (2) Advise and assist all officials and employees on legal matters arising in connection with the official business of the Agency and on all other matters involving the legal interpretation and significance of existing or pending legislation.
- (3) Review all regulatory material of the Agency for legality prior to publication.
- (4) Study and recommend, in terms of present laws and proposed legislation, Agency action in connection with the interpretation or enactment of legislation in order to preserve or attain legislative requirements of the Agency.
- (5) Be responsible for and control all general liaison outside the Agency relating to legal matters.

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AUDIT STAFF

4. CHIEF, AUDIT STAFF

a. MISSION

- (1) The Chief, Audit Staff is responsible for the independent audit of all matters relating to the receipt, disbursement, and application of funds and assets available to CIA. He shall give due regard to generally accepted principles of auditing, including consideration of the effectiveness of accounting organizations and systems; internal funds and property accounting controls; accounting procedures and responsibilities of operating components in relation to the receipt, custody, and use of funds, property and other assets; and other related administrative practices. His audit shall be concerned with the proper application of funds and property as prescribed in pertinent laws and regulations in the fulfillment of authorized functions. Subject to the foregoing the audit function may be only limited by the requirement that operational cover and security be maintained and that intelligence sources and methods be protected adequately.
- (2) Audit reports containing findings and recommendations shall be prepared and pursued until all matters therein have been brought to a conclusive settlement.

b. FUNCTIONS

The Chief, Audit Staff shall:

- (1) Examine the financial and property accounts of Agency activities to ensure that Agency policies, practices, and procedures are followed.
- (2) Ascertain that expenditures are made and financial and material assets are used only in the furtherance of authorized activities and in accordance with laws applicable to the Agency and Agency regulations.

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- (3) Determine that the Agency collects and accounts properly for all revenues and receipts arising from its activities.
- (4) Determine that the financial and material assets of the Agency, or in its custody, are adequately safeguarded and controlled in an efficient manner.
- (5) Recommend policy and procedural changes in the interest of proper accounting for and expenditure of Government funds and material assets.
- (6) Recognize that the maintenance of the security of operations is a basic consideration in all actions and recommendations.
- (7) Submit audit reports containing findings and recommendations to the Deputy Director (Support), the organizational component concerned, and such other officials whose responsibilities may be involved.
 - (a) The matters and recommendations contained in audit reports shall be promptly and properly acted upon, or be explained in writing to the satisfaction of the Chief, Audit Staff or handled in accordance with paragraph (b) immediately below.
 - (b) Matters not acted upon to the satisfaction of the Chief, Audit Staff shall be referred through the Deputy Director (Support) to the Director of Central Intelligence for final resolution.
- (8) Direct the activities of the audit offices, foreign and domestic, to assist in the discharge of the responsibilities assigned herein.

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MANAGEMENT STAFF

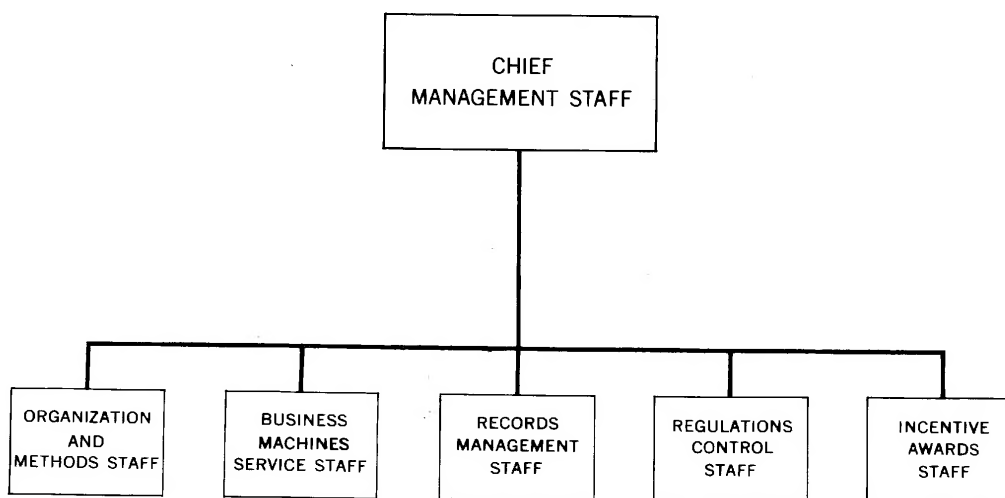


Figure 2

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MANAGEMENT STAFF

5. CHIEF, MANAGEMENT STAFF

a. MISSION

The Chief, Management Staff is responsible for administering the Agency's Management Program, developing and recommending plans, programs, policies, and procedures designed to improve management and efficiency throughout the Agency; and for rendering appropriate support and advice related thereto.

b. FUNCTIONS

The Chief, Management Staff shall:

- (1) Develop and recommend plans, programs, policies, and procedures for, and exercise leadership and initiative in improving management throughout the Agency; continually review Agency progress in management improvement; and assist all elements of the Agency in planning, developing, and installing improved management practices.
- (2) Conduct studies of organization, functions, systems, and methods, and recommend improvements resulting therefrom.
- (3) Review and coordinate proposals for Tables of Organization and personnel ceiling changes; conduct work measurement, manpower distribution, and manpower utilization surveys; and develop recommendations as to numbers and types of positions and manpower required.
- (4) Conduct research on management techniques and develop and disseminate information throughout the Agency for the purpose of improving management practices and efficiency.
- (5) Provide management consulting service to all elements of CIA and arrange for the utilization of outside management consultants where feasible.

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- (6) Review requisitions for and applications of office business machines and equipment; and conduct research and disseminate information related thereto.
- (7) Administer the Agency Records Management and Vital Materials Programs, and the Agency regulatory system.
- (8) Administer the Agency incentive awards program.

c. SECURITY

In the exercise of the functions specified above the Chief, Management Staff shall recognize security as a basic consideration in all actions and recommendations. Procedures for studies and reviews shall be as mutually arranged between the Chief, Management Staff and officials of the Agency components involved. In particular, the Chief, Management Staff will defer to the security requirements in covert offices. However, in the event that the Deputy Director (Plans) should finally nonconcur in a proposed action affecting a covert office, which the Chief, Management Staff considers basically essential, the Director will be consulted.

d. ORGANIZATION

See organization chart, figure 2.

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MEDICAL STAFF

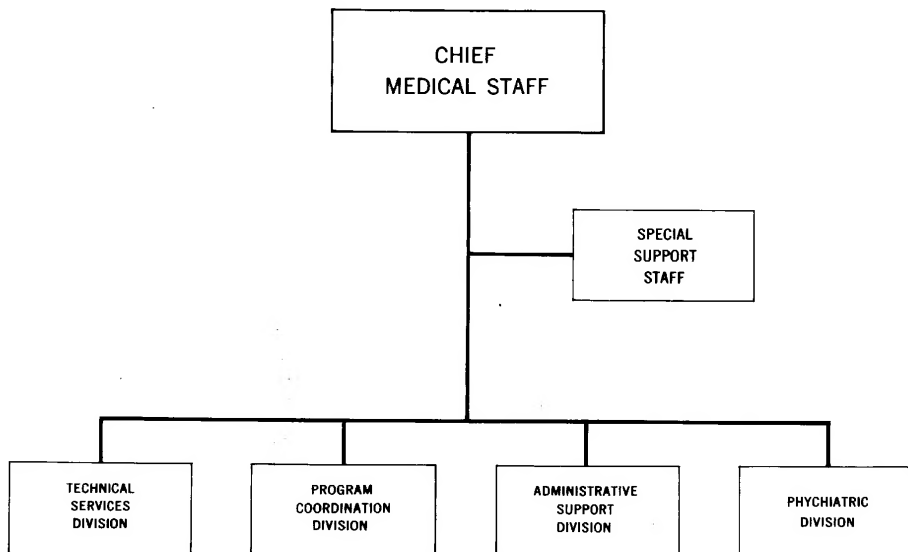


Figure 3

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MEDICAL STAFF

6. CHIEF, MEDICAL STAFF

a. MISSION

The Chief, Medical Staff, is responsible for planning and directing the Agency medical support program.

b. FUNCTIONS

The Chief, Medical Staff shall:

- (1) Advise the Director and staff on matters pertaining to medical services.
- (2) Recommend the establishment of Agency medical policies and establish procedures for their implementation.
- (3) Provide technical medical service in accordance with existing legislation in regard to the following:
 - (a) Competent professional care of illness and injury.
 - (b) A system of medical evacuation and hospitalization.
 - (c) The application of the principles of preventive medicine.
 - (d) A medical consultant program.
- (4) Establish and maintain Agency medical standards for employment.
- (5) Establish and maintain an Agency psychiatric program.
- (6) Provide staff supervision in regard to the procurement, assignment, and utilization of medical personnel in all Agency components.
- (7) Provide technical control of medical supply in terms of identity and quantity, and technically supervise its storage and issue.

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- (8) Provide, in cooperation with the Director of Training, medical training to Agency activities as required.
- (9) Maintain liaison with appropriate officials of the Federal Government in connection with the execution of the mission of the Medical Staff.
- (10) Conduct research as required.
- (11) Perform such other functions as may be directed.

c. ORGANIZATION

See organization chart, figure 3.

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OFFICE OF COMMUNICATIONS

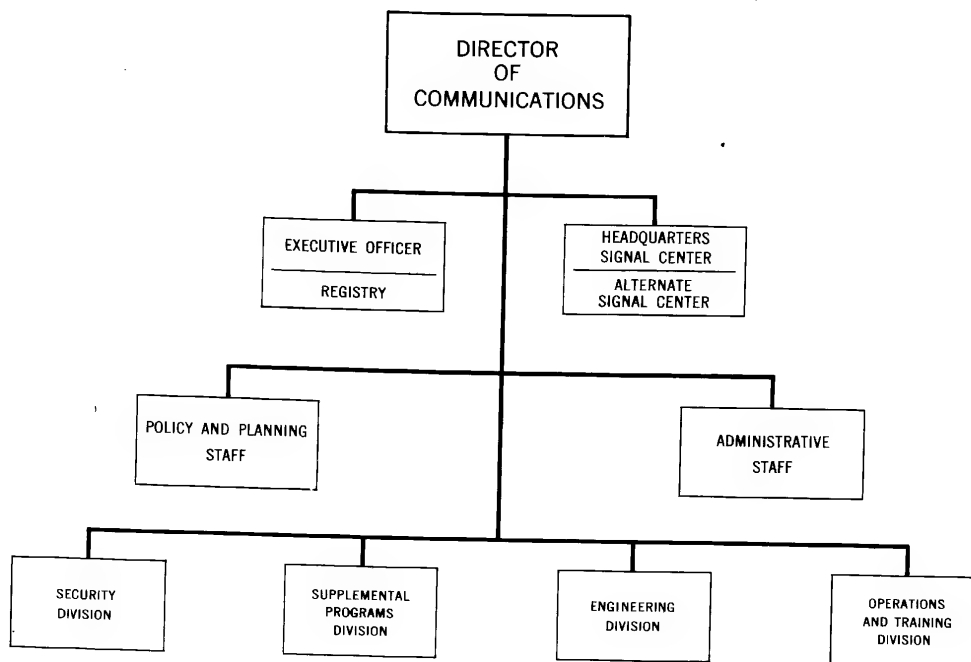


Figure 4

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OFFICE OF COMMUNICATIONS

7. DIRECTOR OF COMMUNICATIONS

a. MISSION

The Director of Communications is charged with advising on matters of communications and electronics policy; activities concerned with the collection by the Agency through technical means of information related to foreign communications and electronic systems; all other operational communications and electronic matters which have a bearing on the security of the United States under the responsibilities of the Central Intelligence Agency as set forth under various charters; and providing the communication support necessary to the accomplishment of various missions of the Central Intelligence Agency.

b. FUNCTIONS

In order to properly advise and to provide the Central Intelligence Agency with reliable, secure, and rapid electrical communications facilities for the transmission and reception of intelligence and for the control of its activities throughout the world, the Director of Communications shall:

- (1) Perform a continuing exploration and evaluation of facts from all known sources, including liaison, relative to the consummation of his mission.
- (2) Formulate and implement policies and programs which will make available to the Agency adequate telecommunications facilities conceived and operated under the most modern and efficient techniques available.
- (3) Establish, supervise, and regulate communications practices of the Agency under concepts and policies designed to safeguard these practices with adequate security standards.
- (4) Formulate and implement policies and programs embracing research into and development of communications techniques, facilities, and specialized electronic equipment especially adapted to the needs of the Agency.

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- (5) Maintain liaison with other Government agencies on communications and electronic matters, and participate in and provide technical support for Agency negotiations with officials of foreign governments concerning communications matters.
- (6) Provide, in cooperation with the Director of Training, for the training of selected personnel in technical phases of communications including the use of radio, teletype, cryptographic systems, and other communications equipment.

c. ORGANIZATION

See organization chart, figure 4.

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OFFICE OF THE COMPTROLLER

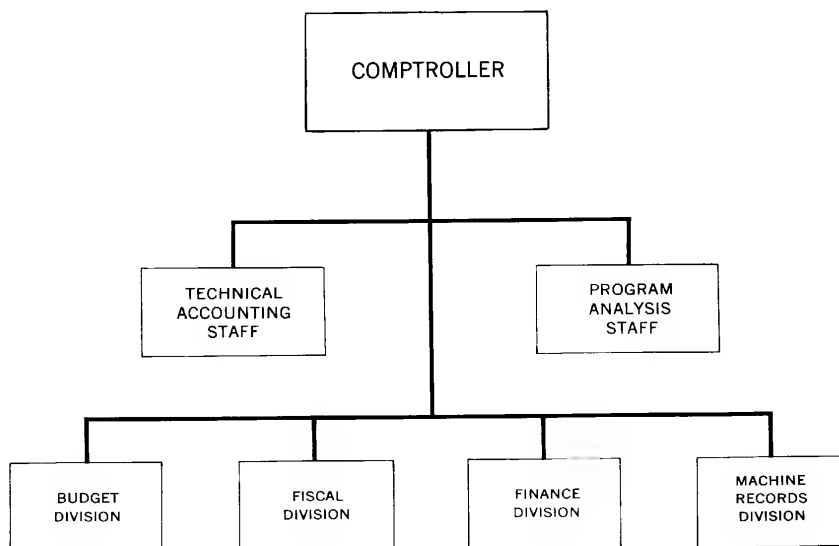


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OFFICE OF THE COMPTROLLER

8. COMPTROLLER

a. MISSION

The Comptroller is in charge of all budgetary and financial operations of the Agency; is responsible for program and financial analysis; and will provide machine records service.

b. FUNCTIONS

The Comptroller shall:

- (1) Recommend the establishment of Agency fiscal and budget policies and establish procedures for their implementation.
- (2) Develop, prepare, and execute the Agency budget and finance programs and furnish advice and assistance to Agency officials in all matters of finance and budget policy.
- (3) Supervise the operation of all budget and all financial programs of the Agency.
- (4) Develop and maintain effective budgetary and financial reporting of the Agency's activities.
- (5) Assist the Director in presentation of the Agency annual budget estimates to the Bureau of the Budget and the Congress.
- (6) Control all liaison and contacts with the Bureau of the Budget on Agency matters.
- (7) Supervise all liaison with other agencies in connection with budget and finance matters.
- (8) Establish necessary fiscal accounting for the assets and liabilities of the Agency.

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- (9) Provide budget and fiscal services for the National Security Council.
- (10) Establish, in conjunction with appropriate Agency components, accounting systems and financial reporting requirements for projects. Install or supervise the installation of project accounting systems where practical.
- (11) Develop, in conjunction with appropriate Agency components, issue, and install the necessary accounting systems and financial reporting procedures for domestic and overseas installations.
- (12) Develop and maintain effective program and financial analysis and prepare and distribute appropriately analytical reports and statements.
- (13) Provide electric accounting machine record service for administrative and selected operational activities.

c. ORGANIZATION

See organization chart, figure 5.

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OFFICE OF LOGISTICS

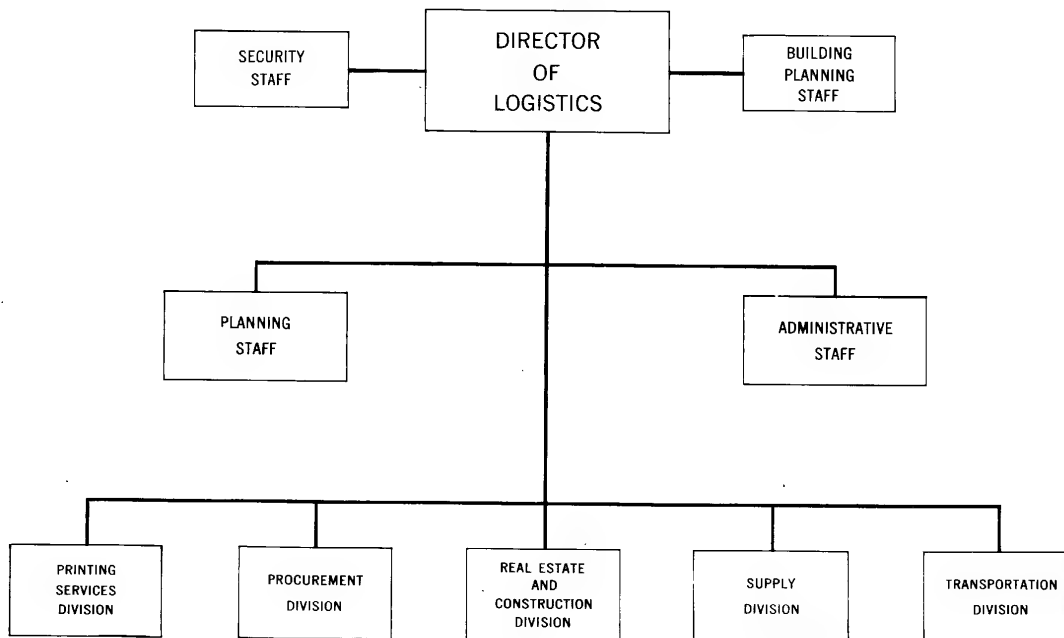


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OFFICE OF LOGISTICS

9. DIRECTOR OF LOGISTICS

a. MISSION

The Director of Logistics is responsible for planning and implementing Agency logistics support and for providing for the procurement, distribution, accountability, and disposition of Agency equipment, supplies, and real estate; for the transportation of personnel, equipment, and supplies; and for providing printing and mail and courier services.

b. FUNCTIONS

The Director of Logistics shall:

- (1) Develop, recommend, and implement logistics plans, programs, and policies in support of Agency activities.
- (2) Develop logistic data for and provide technical assistance to other elements in the preparation of Agency plans, programs, and projects and in the conduct of overseas logistics activities.
- (3) Negotiate agreements with officials of other Government departments to effect timely logistical support of Agency operations.
- (4) Coordinate and compile requirements for equipment and supplies essential for Agency operations, including the development of supply programs, stock levels, production capacity requirements, and controlled materials program requirements; and determine initial procurement quantities.
- (5) Administer, operate and supervise all Agency printing and reproduction activities except as specifically authorized otherwise by the Director; and review requests for, and utilization of, printing and reproduction equipment.

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- (6) Procure or exercise technical staff supervision over the procurement of supplies, equipment, and nonpersonal services determined necessary for Agency activities.
- (7) Direct real estate and utility acquisition, improvement, and disposition, including design and construction, alteration, renovation, and maintenance.
- (8) Determine space requirements and effect space acquisition, planning, and allocation to meet Agency needs within the metropolitan area of Washington, D. C., and provide alterations, maintenance, moving, telephone, and other related office services.
- (9) Provide domestic facilities and technical guidance in support of overseas activities, for receiving, inspecting, warehousing, packing, issuing, maintaining and disposing of supplies and equipment.
- (10) Develop and administer an integrated stock accounting system.
- (11) Be accountable and responsible for supplies, equipment, and real estate not specifically delegated to other Agency components.
- (12) Provide technical guidance on travel arrangements for Agency personnel, and arrange for the transportation of Agency property.
- (13) Provide vehicular support in the metropolitan area of Washington, D. C., and exercise technical staff supervision over the allocation, use, operation, disposal, and maintenance of all Agency-owned motor vehicles.
- (14) Provide trained logistics personnel to other Agency components.
- (15) Direct the administration and executive management of all matters related to the planning for the new Agency headquarters building.
- (16) Maintain the headquarters mail and courier service.

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c. ORGANIZATION

See organization chart, figure 6.

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OFFICE OF PERSONNEL

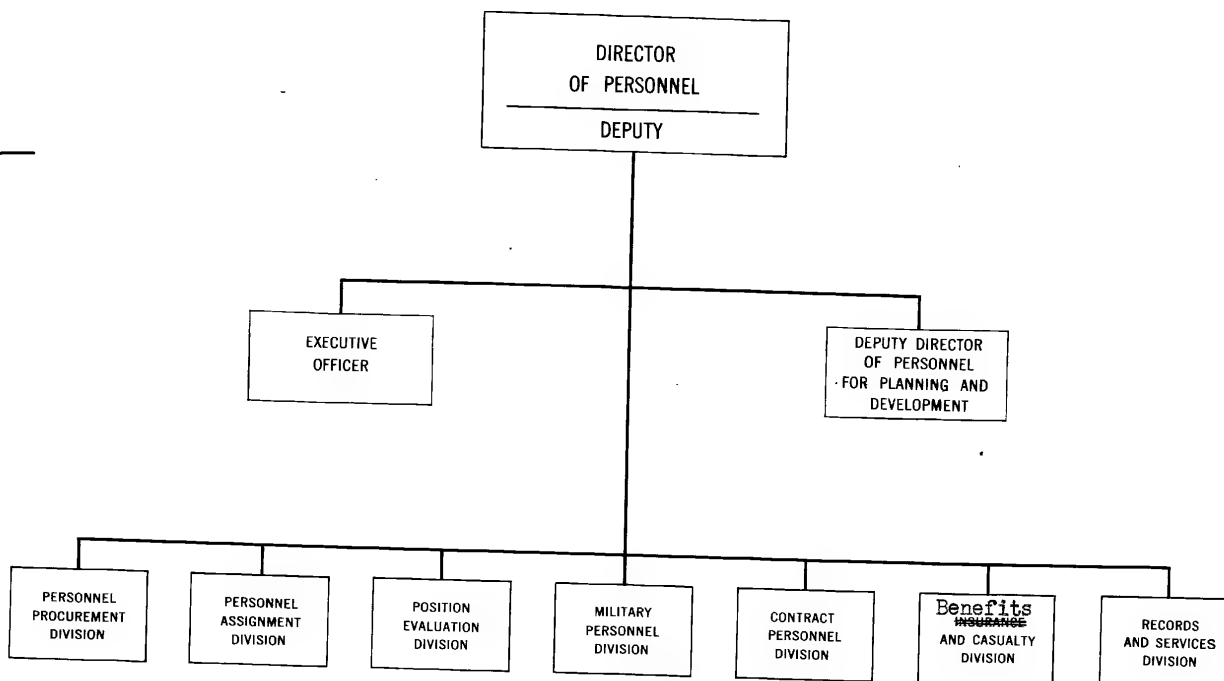


Figure 7

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OFFICE OF PERSONNEL

10. DIRECTOR OF PERSONNEL

a. MISSION

The Director of Personnel is responsible for the direction of a central personnel group engaged in support of Agency operations, programs, and activities.

b. FUNCTIONS

The Director of Personnel shall:

- (1) Formulate and recommend policies, regulations, practices, procedures, and standards which shall govern personnel administration throughout the Agency.
- (2) Advise and assist operating officials on matters of personnel administration.
- (3) Review and evaluate personnel administration for compliance with approved policies, regulations, practices, procedures and standards, and for the adequacy of such program, and make recommendations for appropriate corrective measures.
- (4) Conduct research in the general field of personnel management to the extent necessary in the performance of his mission.
- (5) Provide a channel between the CIA Career Council and the several Career Service Boards for the interchange of information, guidance, problems, and interpretations; review and evaluate the performance of individual Career Service Boards to determine uniformity of performance and compliance with the intents and purposes of the Council and make recommendations to the Council where corrective action is indicated.
- (6) Provide secretariat services and administrative support to the CIA Career Council, the CIA Selection Board, and the Honor Awards Board, including the performance of clerical

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activities incident to the selection and processing of candidates for the career service.

- (7) Procure new personnel through a system of nationwide recruitment, including initial testing and evaluation.
- (8) Screen applicants for employment or transfer to assure compliance with Agency standards; introduce new personnel into the Agency working force, including assistance in subsequent reassignments and support in the career development of Agency personnel; authenticate official personnel action documents; perform an employee counseling service, including exit interviews; and operate a system for holding personnel for eventual assignment to operating components.
- (9) Provide position evaluation, wage administration, and comprehensive position standards.
- (10) Maintain liaison with the Department of Defense, obtain the assignment of necessary military personnel, provide administrative support to such persons while on detail to the Agency, and monitor the reserve activities and training of Agency civilians holding reserve appointments in the armed services.
- (11) Prepare individual contracts in those instances where personal services are to be obtained through a contractual relationship, including the establishment of special monetary allowances and differentials for overseas personnel as required.
- (12) Operate a comprehensive program of life, health, and certain incidental insurance coverages for Agency personnel; process claims resulting therefrom; and furnish supervision and guidance to the credit union system operating within the Agency.
- (13) Operate a central processing service, in cooperation with other Agency support components, to assist personnel performing official travel.
- (14) Maintain the official Agency personnel files and the records of official personnel action documents.

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- (15) Accumulate and compile official personnel statistics.
- (16) Provide personnel service to the National Security Council.
- (17) Furnish miscellaneous employee services as required.

c. ORGANIZATION

See organization chart, figure 7.

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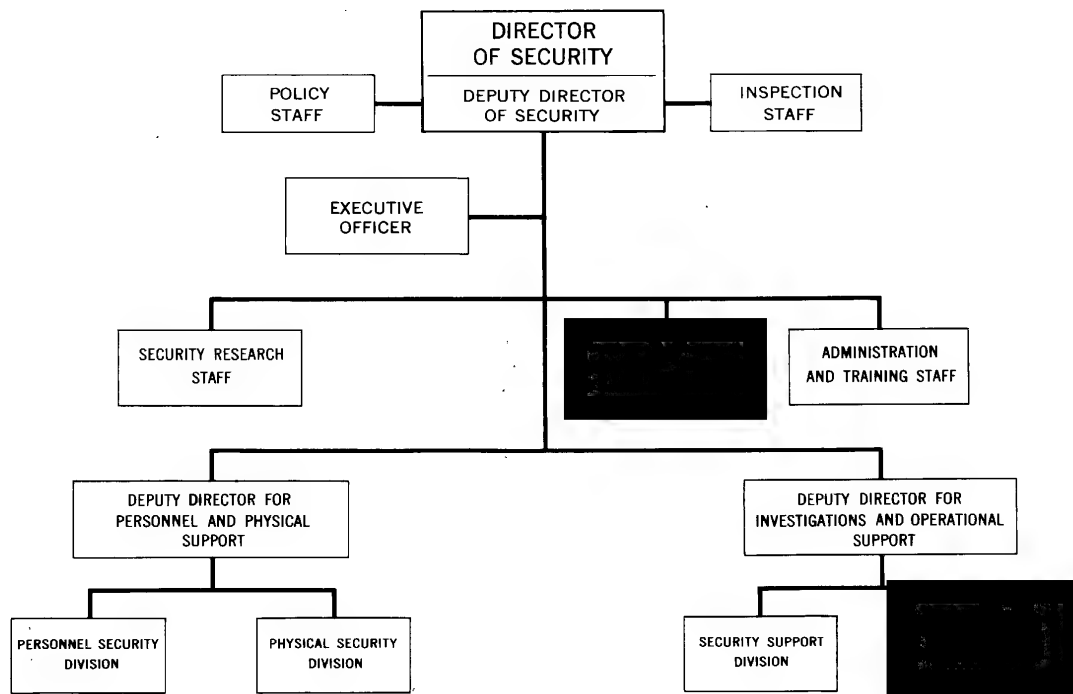
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OFFICE OF SECURITY



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Figure 8

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OFFICE OF SECURITY

11. DIRECTOR OF SECURITY

a. MISSION

The Director of Security is charged with the preparation and execution of the Agency's security program, and with the performance of security inspection functions.

b. FUNCTIONS

The Director of Security shall:

- (1) Recommend the establishment of Agency policies relating to security, and establish procedures for their implementation.
- (2) Establish safeguards necessary to prevent penetration of Agency activities by unauthorized individuals; develop domestic counterintelligence programs for the Agency.
- (3) Obtain and evaluate, through investigation and liaison contact, pertinent information regarding personnel for employment, assignment, or association with the Agency. Approve or disapprove, from a security standpoint, the employment or utilization of individuals by the Agency.
- (4) Determine the effectiveness with which security programs and policies are being accomplished.
- (5) Coordinate and engage in policy and program planning of emergency measures.
- (6) Prescribe security policies relating to the liaison and contact relations of Agency officials with others; establish and maintain necessary liaison with officials of other Government agencies on security matters.
- (7) Investigate reports of violation or noncompliance with security policies or regulations and recommend or initiate appropriate action as may be required.

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- (8) Make necessary inspections, investigations, and reports to assure proper maintenance of security.
- (9) Conduct certain activities pertaining to the overall alien program.
- (10) Conduct research in security fields.
- (11) Provide trained professional security officers as required to Agency missions and installations.

c. ORGANIZATION

See organization chart, figure 8.

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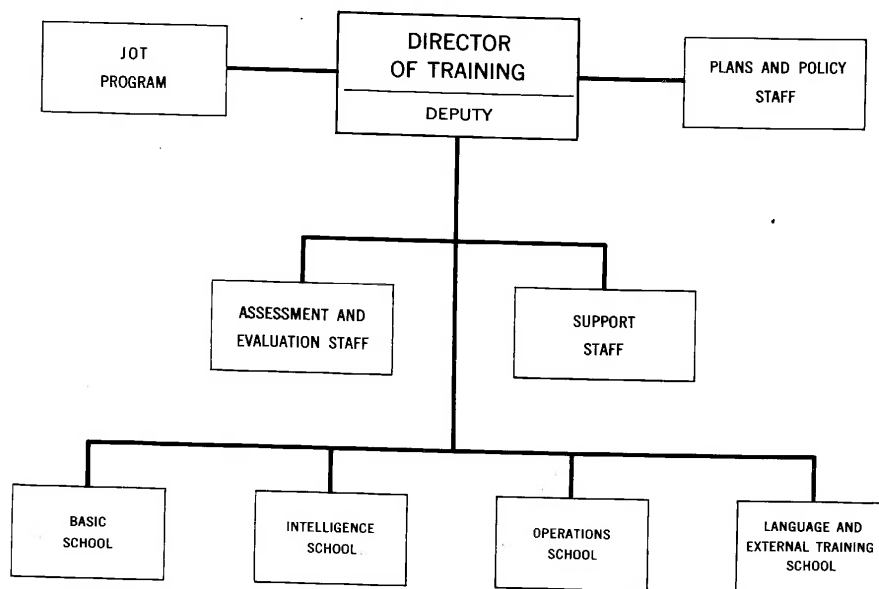


Figure 9

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OFFICE OF TRAINING

12. DIRECTOR OF TRAINING

a. MISSION

The Director of Training is responsible for the coordination, technical supervision, review, and support of all Agency training activities, foreign and domestic. His responsibility with regard to the training of other than staff employees, staff and contract agents, and representatives of foreign intelligence services, except as specifically provided for in the following functions, will be only for such cases or programs of this type as are referred to him by the Deputy Director concerned.

b. FUNCTIONS

The Director of Training shall:

- (1) Ascertain Agency training requirements and develop, review, and coordinate plans, policies, standards, and programs designed to meet such requirements.
- (2) Develop and direct, within Office of Training installations, training programs related to:
 - (a) The skills and techniques required to carry out the specialized operational activities for which the Agency is responsible;
 - (b) The principles, objectives, and methods of producing national intelligence;
 - (c) The knowledge and understanding of the environment, peoples, and languages of foreign areas, and other specialized subjects related to the intelligence, operational, administrative, and support activities of the Agency;
 - (d) The executive, management, and supervisory skills required to administer the Agency;

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- (e) The clerical and administrative skills required to support Agency activities;
 - (f) The methods and techniques of instruction;
 - (g) The indoctrination and orientation, through presentations of formal courses of instruction, of Agency and other authorized personnel, in the mission, functions, organization, and procedures of the Central Intelligence Agency;
 - (h) Such skills and techniques other than those cited above as may be required to increase the capabilities of personnel to serve the Agency.
- (3) Administer and operate [REDACTED] and establish and operate [REDACTED] installations as may be placed under his direct supervision. 25X1A6a
- (4) Establish the criteria for, and assist in determining the physical facilities, personnel strength, logistic support, and budgetary provisions needed to meet the requirements of Agency training programs under his direct supervision.
- (5) Produce training publications of instructionally useful materials which convey and interpret the intelligence, operational, administrative, and support doctrine of the Agency, and formulate dissemination policy governing the distribution of such training publications.
- (6) Be responsible for the training of staff and contract agents and representatives of foreign intelligence services as requested by the Deputy Director (Plans).
- (7) In accordance with the applicable provisions of the Central Intelligence Agency Act of 1949 (63 Stat. 208) and such Agency policies governing their use as may be prescribed, provide for Agency participation in training programs at appropriate external training facilities, U. S. Government and private, in the United States and overseas.

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- (8) Be responsible for technical supervision of all training activities at overseas training bases. This responsibility includes: approval of the qualifications of personnel nominated and assigned to serve on the training staff; provision of training instructors to the extent of his capability; approval of all training doctrine methods of instruction, testing, evaluation, and assessment procedures and training materials used; headquarters coordination in planning and review of training projects for the installations; headquarters technical support to the training efforts at the installations; and assistance to the Chief, Inspection and Review Staff, ID/P, in periodic inspection and reporting on the status of the training efforts.
- (9) Provide psychological services to the Agency for operational and other purposes, including: the psychological assessment of individuals under consideration for specific duty assignments; the testing and evaluation of individual aptitudes and proficiencies, in training and other situations; and the development and application of psychological techniques and services for selection, training, and operational purposes.
- (10) Direct a comprehensive program for the selection, professional training, and career preparation of Junior Officer Trainees (JOT's) in cooperation with appropriate components of the Agency,
- (11) Establish standards of performance to be met by Agency personnel in Agency training programs, and after consultation with the appropriate Operating Officials concerned, terminate the training of personnel for failure to meet prescribed standards of performance.
- (12) Maintain, in coordination with appropriate components of the Agency, relationships with officials in Government and private institutions in the United States and overseas for the purpose of effective use of external training programs and for the purpose of strengthening and improving internal training programs and other related purposes.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Signed

L. K. WHITE
Deputy Director
(Support)

DISTRIBUTION: AB

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